

	North Dakota Swimming	Policies and Procedures
Subject: Introduction to NDSI Policies and Procedures	Document Number: 0.2 Version Number: 01	Effective Date: April 26, 2020 Last Revision: April 26, 2020

1. The Policies and Procedures (P&P) of North Dakota Swimming, Inc (NDSI) are established and maintained for the purpose of administering USA Swimming competition and support activities within the geographical boundaries of NDSI, which is a Local Swim Committee (LSC) assigned to Region 8 of the Central Zone of USA Swimming.
2. Authority to create or amend any policies and procedures of NDSI is granted to the Board of Directors (BoD) of NDSI by the bylaws adopted on November 25, 2019.
 - 2.1. Authority to rescind, modify, or affirm any decision of the BoD resides with the NDSI House of Delegates (HoD) in accordance with the bylaws of NDSI.
 - 2.2. BoD or HoD decisions may have the effect of creating, modifying, or removing one or more P&P documents.
 - 2.2.1. Where the specific proposed language for the impacted policy or procedure was not explicitly approved by the BoD or HoD, the Admin Vice-Chair, or other delegated Board Member, shall edit the appropriate P&P document(s) to conform with the will of the governing authority. For example, the BoD passes a resolution impacting the travel policy for the NDSI. This may require a change to multiple policy and procedure documents.
 - 2.2.2. All changes and the documentation of the authority for those changes will be tracked for each P&P document in a change log.
 - 2.2.3. A master list of BoD and HoD decisions (normally in the form of a resolution) or directives from USA-S shall be maintained by the Secretary of the BoD in coordination with the General Chair and Admin Vice-Chair. Each P&P change will refer to a control number which refers to a line in this master list.
3. USA Swimming Rules and Regulations, the Rules for Competitive Swimming of the Federation Internationale de Nation Amateur (FINA), NDSI Bylaws and such other rule and/or directives as may be issued by or recognized by USA Swimming and/or NDSI shall govern the conduct of all competition sanctioned or approved by NDSI and other activities mentioned herein.
4. Policies and Procedures created before April 26, 2020 are contained in a Policy and Procedure Manual.
 - 4.1 When all content from the previous manual has been migrated to this new system, the previous manual will be removed from use.

Document Revision Log					
Version	Date	Description of Change/Sections	Author or Editor	Authority	Control Number
01	04-26-2020	Restructure of P&P/entire document	B.Haglund	BoD	NDS-0001